

CITY OF BEAVERTON

Training Coordinator

General Summary

Plan and manage citywide employee development opportunities, continuously adapting the training strategy and reallocating funds to meet the immediate and long-term needs of the City and its employees. Lead a team of employees in enhancing and sustaining the City's Wellness Program. Plan and coordinate special events and programs for employees.

Key Distinguishing Duty

Overall responsibility for assessing needs, developing a citywide training strategy and implementing the strategy through course development and outside contracting.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Develop a training strategy consistent with the needs of employees and priorities of the City. Implement the strategy through various means, including contracting with outside vendors and collaborating with employees to develop courses; and in some cases facilitate sessions that meet specific needs and support the sharing of information internally. Continuously evaluate courses and providers, making changes as needed.
2. Manage staff or consultants providing training. Prepare Requests for Proposals; select consultants and administer consultant contracts.
3. Coordinate skill development and computer class offerings. Create and publish marketing materials using multiple mediums (e.g. posters, e-mail, web-based). Register and notify employees. Process and maintain training records.
4. Develop and conduct employee training needs assessments. Evaluate training programs.
5. Attend meetings and seminars to obtain information useful to training function and to inform management of training programs and goals.
6. Lead City Wellness Committee and wellness program. Provide leadership and direction, facilitate meetings, negotiate and contract with outside vendors for services, seek out and publish health information, and schedule/coordinate seminars and activities. Market the program, activities, seminars, and "brown bag" sessions.
7. Produce an acceptable quantity and quality of work that is completed within established timelines.

8. Provide a variety of support for Human Resource functions, including creating and updating web pages.
9. Plan and manage special employee events. Coordinate employees and employee committees working on special events. Design and administer employee giving campaign.
10. Serve as a member of the Human Resources Department team. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
11. Participate in department/division/section operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
12. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
13. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
14. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of employee training and development.
- ◆ Working knowledge of the laws and regulations governing employee training and development.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.

- ◆ Working knowledge of strategic planning methods with an emphasis on services related to employee training and development.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Advanced knowledge of arithmetic and basic mathematics principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Strong ability to develop clear, concise, creative communication.
- ◆ Strong ability to develop and conduct needs assessments analyses.
- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment.

Minimum Qualifications Required for Entry

Bachelor's degree in Human Resources, business/public administration and two years experience in administering employee training and development programs or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individual; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

Classification History

Classification created: February 2001

Revised: 11/04

Revised: 8/05

Revised: 1/1/09

Status: M3

FLSA: Non-Exempt

Human Resources Signature

Date